



DEPARTMENT OF DEFENSE
MILITARY POSTAL SERVICE AGENCY
2461 EISENHOWER AVENUE, SUITE 814
ALEXANDRIA VA 22331-0006

MPSA-OMM

May 31, 2006

MEMORANDUM FOR All Official Mail Managers

SUBJECT: 2006 DoD Official Mail Manager's Workshop Announcement

The Military Postal Service Agency (MPSA) will host the DoD Official Mail Workshop at the Sheraton National Hotel, 900 South Orme Street, Arlington Virginia 22204, August 7 - 11, 2006. The Official Mail Workshop is designed for mail center employees and managers, official mail managers, their supervisors, and official mail center contractors' employees. The workshop is open to all Department of Defense and Federal Agencies.

Items for the Official Mail Workshop will include basic technical postal information such as: Efficient operations (how to reduce postage costs, how to compute postage, classes of mail, special services, postage meter management), U.S. Postal Service (USPS) automation, Private Express Statutes, and an update on the requirement for screening military mail. A tour of a USPS Facility will be conducted to learn about mail processing and Biohazard Detection System (BDS) equipment. NOTE: On arrival, participants are expected to be familiar with the Private Express Statutes (Title 39, U.S. Code, Sections 401, 404, 601-606; Title 18, U.S. Code, Sections 1693-1699; and Title 39, Code of Federal Regulations, Sections 310 and 320). Your Legal Office should have them.

The Registration Fee is \$120.00 and will close on July 14, 2006 or sooner if the Official Mail Workshop is full. Registrations will be accepted in the order fees are received. **Absolutely NO telephonic or walk-in registrations are accepted.**

This year, we will only accept the GOVERNMENT MASTERCARD and VISA Credit Cards, a government or personal check, or money order. Please make checks or money orders payable to: MPSA Workshop Fund.

Payment MUST accompany a completed registration form. The form is attached. It also may be filled in and printed from <http://hqdainet.army.mil/mpsa/main.htm>, click the registration form listed under the "Latest News" button.

Requested information and registration fee must be postmarked no later than July 14, 2006. Our credit card processor requires we have an original signature.

Mail completed form to: DoD Official Mail Workshop, Military Postal Service Agency, 2461 Eisenhower Avenue, STE 814, Alexandria, VA 22331-0006. We will email registration confirmation letters upon completion of registration. Receipts will be provided at the closure of the workshop.

Hotel room reservations are to be made no later than July 14, 2006 by calling the Sheraton National at (888) 627-8210 or online at www.starwoodmeeting.com/book/mpsa. Be sure to state you are with Group Code: **DODWS**. Room rates are \$150.00 for single or double occupancy, plus 10.25% tax. NOTE: A room reservation does not guarantee a place in the Workshop. DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) Remarks Section for Army personnel must include the statement: Group Non-Availability Number **19412**.

Transportation: Upon arrival at National Airport, the Sheraton National Hotel will provide free shuttle transportation to the hotel for check-in. There are five different Sheraton buses, therefore please ensure that it states "**Sheraton National**". If you arrive in **Terminal A** go to the Hotel Shuttle Bus Stop; **Terminal B** go to Gate 6, and **Terminal C** go to Gate 9. Transportation from Dulles International Airport can be arranged by calling the Super Shuttle Service at 1-800-258-3826. You may also make reservations in advance online at <http://www.supershuttle.com>. Cost for the Super Shuttle Service is approximately \$29.00 one way and \$55.00 round trip. Rental cars are not needed, however if you desire your own transportation hotel parking is complimentary.

Miscellaneous information:

Workshop check-in will be held from 1200 - 1700, Sunday, August 6, 2006 and from 0730 - 0810, Monday, August 7, 2006.

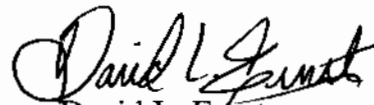
Workshop hours are 0800 to approximately 1600, except the day of the tour. DoD Component meetings (if applicable) will be held Monday and Friday morning, August 7 and 11. Please contact your Service Component and/or Agency Official Mail Manager for details.

Clothing: Civilians should bring a sweater or jacket to wear during the Workshop. Military personnel **must be in appropriate duty uniform**. The tour of USPS Facility will include walking on catwalks, so bring the appropriate clothes and shoes (closed toe, low heel, no cloth or canvas).

Materials: Each attendee should bring writing materials.

Meals: A continental breakfast valued at \$10.00 per day (Monday-Friday) is included in the registration fee.

We look forward to seeing you at the workshop. If you have questions, please call the DoD Official Mail Manager at (703) 325-9505, DSN 221-9505, or send an e-mail to dodomm@hqda.army.mil

A handwritten signature in black ink, appearing to read "David L. Ernst". The signature is fluid and cursive, with the first name "David" being the most prominent.

David L. Ernst
Colonel, USA
Deputy Director